

## Jean-Léon-Allie Library and Archives

### Library Borrowing Policy

Professors, students, and selected users may borrow items from the Library. You will need a valid Saint Paul University (SPU) identity card to borrow items. Cards are not transferable.

NOTE: If you do not have a library bar code on your SPU ID card, visit the library Service Desk between 9 a.m. and 4 p.m., Monday to Friday, or email a request if these times are not suitable. ([biblio@ustpaul.ca](mailto:biblio@ustpaul.ca))

Privileges vary according to borrower category. Below is the borrowing privileges information for *books* by patron type:

Patron type	Loan period	# of books	# of renewals	Required by user to validate patron type
SPU professors	Session*	100	2	SPU ID card
SPU employees	28 days*	20	11	SPU ID card
uOttawa professors	Session*	100	2	uOttawa ID
uOttawa employees	28 days*	20	11	uOttawa ID card + proof of status (permanent full-time staff) if not indicated on card
Carleton professors	14 days*	10	23	Carleton University ID card + proof of full-time status if not indicated on card
Undergraduate students	14 days*	50	23	SPU ID card or uOttawa card
Graduate students	Session*	100	2	SPU ID card or uOttawa card
External studio renters (excluding SPU professors and students)	<i>Item cannot leave the Library</i>			Valid photo ID and SPU ID card
	30 days*	30	3	
Alumni	14 days*	15	23	uOttawa Alumni card

\*Subject to recalls

### Student borrowing privileges

- You may borrow books from the general collection published from 1950 onwards, as well as DVDs and board games.
- Reserve items are available for up to two (2) hours.

### Faculty and staff borrowing privileges

- You may borrow books from the general collection, DVDs, and board games.
- You can borrow up to ten (10) scholarly journals for seven (7) days, depending on your patron type. Please note that students cannot borrow scholarly journals.

## **Alumni borrowing privileges**

- You may borrow books from the general collection published from 1950 onwards, as well as DVDs and board games.

## **Information about non-book items for all users**

- You may borrow up to three (3) DVDs and three (3) board games for seven (7) days with two (2) possible renewals.
- Theses, most government publications, maps, CD-ROMs, reference works, microforms, tests, scrolls, and rare books can be consulted in the library only.
- Refer to the library Service Desk for additional information.

## **Responsibility**

Each user is responsible for her/his ID card. The borrower is responsible for all items borrowed and for any debts incurred with her/his card. The Service Desk must be informed of any change of address. Borrowing privileges expire on April 30 of every year or at the end of an employee's contract with the University.

No one may borrow items on another's behalf using that person's ID card.

You are responsible for returning items by the due date even if you fail to receive an automated notice.

Users may borrow items from the library; however, these items must remain available to all library users.

### **Availability of Library items to all users**

It is the Jean-Léon-Allie Library's responsibility to maintain a balance between students' borrowing privileges and the principle of availability library items to all its users. Therefore:

- Borrowers who leave on a sabbatical or for an extended period of time have a responsibility to return the borrowed items before their departure or make the necessary arrangements so that the borrowed items (recalled items in particular) are accessible to other users within a reasonable timeframe.
- Borrowers who leave the area for any amount of time remain responsible for their loans and agree to return the borrowed items promptly.
- Borrowers understand that fines for recalled items increase significantly from the regular fines and that unreturned recalled items can lead to suspension of library privileges.

The Library adheres to the principles of intellectual freedom and protection of privacy of all its users. It will not release any information by which users can be identified to any person or agency for any reason, except as may be required to apply sanctions.

## Renewals

There are two different ways to renew borrowed items:

- By going to the Service Desk with the books in hand;
- [By logging in to your account](#) and renewing online.

Renewal requests are not taken by telephone.

Eligible items can be renewed, unless:

- The user's borrowing privileges have expired;
- The user's record has reached the maximum amount of fines;
- Another user has requested the item;
- The maximum number of renewals has been reached.

## Returns

All items should be returned by the due date (or time) in order to avoid fines. [See *Fines or Sanctions* section]. To check the due date for an item, log in to your library account.

Items borrowed from the Jean-Léon-Allie Library must be returned to the Jean-Léon-Allie Library. They may be returned to the Service Desk or placed in the return box outside the main entrance.

*Items borrowed from the University of Ottawa must be returned to the University of Ottawa Library.*

## Recalls

Certain circumstances make it possible for a borrowed item to be recalled, such as a PhD student or professor needing it urgently for their research or it being added to the reserve. The user has three (3) days to return the recalled item after having had it for seven (7) days.

Borrowers understand that fines for recalled items increase significantly from the regular fines and that unreturned recalled items can lead to suspension of library privileges.

## Reminders and overdue notices

Courtesy notices are sent when an item is:

- Soon overdue: five (5) days before an item is due [except for items with a loan period of less than ten (10) days].
- Overdue.

Fines and sanctions are not cancelled even if an overdue notice is not received. You are responsible for returning the items by the due date even if you fail to receive notice.

The first email address appearing in the user's record will be used to send reminders and overdue notices. Students, faculty, and staff must use their [ustpaul.ca](mailto:ustpaul.ca) or [uottawa.ca](mailto:uottawa.ca) email address.

## Fines or sanctions

If the item is not returned, sanctions—including fines, replacement costs, and suspension of borrowing privileges—will be applied. The suspension of borrowing privileges will be lifted only once the fines or the replacement costs are entirely paid.

- Fines can be paid only once the item is returned.
- Fines must be paid in full before sanctions can be lifted.
- Fines are non-refundable.

Fines (subject to change)	
General	\$0.50 per day per item
Reserve books	\$1 per hour per item
Periodicals	\$1 per day per item
DVDs	\$2 per day per item
Board games	\$2 per day per item
Recalled items	\$2 per day per item

## Outstanding accounts

Your borrowing privileges will be suspended if there are outstanding charges on your account.

In order to graduate or receive marks or transcripts, students must not have any outstanding charges. Unpaid accounts may be referred to a collection agency.

Status	Charges
Students	\$10 or more
Faculty	\$10 or more
Staff	\$10 or more
Others	\$1 or more

## Replacement costs

Replacement costs for lost or damaged items will be invoiced to the borrower. The fee will cover the full replacement cost of the item and a \$25 processing fee. The library may also accept an identical replacement item plus a processing fee of \$25.

## Attempted theft and vandalism

Anyone mutilating an item or trying to remove it from the library without prior authorization will be subject to penalties. These penalties could include suspension or withdrawal of access to the library or of borrowing privileges.

## Appeal procedures

If there is any question about the fairness of the process or of penalties, sanctions may be appealed by writing to the Chief Librarian.

### Policy date: February, 2019

Person responsible for enforcing the policy: Chief Librarian

This item replaces all previous policies on this subject.